

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Women		POSITION NUMBER (Agency-Unit-Class-Serial) 086-231-2287/2290/-XXX		MCR / HCR
DIVISION / UNIT  Custody, Housing and Program Service		CLASSIFICATION TITLE Academic Teacher		
		WORKING TITLE Academic Teacher		
		TIME BASE / TENURE P/FT	CBID R03	WWG SE
LOCATION	INCUMBENT		EFFECTIVE DATE	

**CDCR'S MISSION and VISION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

**DIVISION OVERVIEW**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

The Custody Operations, Housing, and Program Services division has 3 main departments. Custody Operations is responsible for institution security operations, including the Watch Commander and Watch Office, hiring to fill vacancies by watch, visiting operations, and other security measures. The housing Department is responsible for all inmate housing needs, to include feeding, some classification services, and inmate discipline. Program Services is responsible for all inmate programming activities in Education, California Prison Industry Authority, Integrated Substances Use Disorder Treatment Programs and Community Resources.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Principal and the direct supervision of the Supervisor of Academic Instruction (SAI), the Academic Teacher, CF (teacher) implements the California Department of Education (CDE) Adult School learning goals and objectives. Based on the incarcerated students' learning needs, assessment results from the Test of Adult Basic Education (TABE), the Comprehensive Adult Student Assessment System (CASAS), and other educational assessment tools and documents, the teacher will develop lesson plans, assign coursework and provide a course of study based on the specific academic program. The teacher will provide services using several delivery methods (based on individual student needs) such as one-on-one, and/or small group instruction, and/or large group instruction on a pull-out basis. The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning needs and group activities. The teacher will provide guidance to paraprofessional Teaching Assistants (TAs), Inmate Student Aides, Inmate Clerks and Inmate Tutors. The teacher will be fully aware of the institutional mission and services. The teacher will maintain personal safety by wearing a Personal Alarm Device or by other department sanctioned means.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
50%	Determines the educational needs of inmates using various student assessment tools, e.g., TABE, CASAS, and other educational assessment tools and documents. Plans and provides instruction using the Office of Correctional Education (OCE) adopted curriculum and approved materials in basic reading, writing, and math for Adult Basic Education, General Education Development (GED) and other OCE approved programs during the regular school schedule, modified programs and lockdowns. Utilizes the OCE mandated and CDE adopted curriculum and

- textbook materials appropriate for each student. Ensures accurate completion of required student documentation in a timely manner. The required documentation includes, but is not limited to the Student Activity Log, Strategic Offender Management System (SOMS) and the student class file. Provides additional resources and materials aligned to student class work and homework, as well as equipment, media and supplies as needed to ensure student success and progress. Monitors and tracks student daily attendance, class work, and homework collection and completion.
- 25% Gives instruction to TAs and other education staff, inmate workers and students. Guides TAs in the following: proctoring assessments for students; tutoring of daily student lessons; collaboration regarding student academic progress; and, the collection and correction of homework. Meets with TAs on a daily basis to discuss the facilitation and remedial tutoring for assigned, enrolled or voluntary students. Guides and assists the TA in the progressive disciplinary process. Ensures TAs properly maintain student documentation. Provides direction to Inmate Student Aides, Inmate Clerks and Inmate Tutors. Coordinates with the TA, Office Technician or Office Assistant to process educational transcript requests, High School Diplomas, GED certificates and other examination records. Performs follow-up on any missing documentation.
- 15% Reports to the direct supervisor and clearly communicates information verbally, electronically, and/or in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students. Accurately update SOMS daily by completing all required documentations which includes, but is not limited to: Education Progress Reports, generating Rules Violation Reports (RVR), Inmate Work Supervisors Report, Inmate Work Supervisor's Time Log, Milestone Credit Earning, etc., and all appropriate and specific academic certification documents. Attends required educational faculty meetings. Communicates with educational and custody staff regarding program issues.
- 5% Participates in committee meetings such as preparation for the Department Compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) focus groups, Site Literacy Council, Inmate Advisory and Curriculum meetings. Evaluates and orders CDE adopted curriculum materials and equipment. Participates in workshops, conferences, seminars, and staff meetings to stay current with evidence-based educational practices. Maintains current knowledge of instructional and assessment strategies, technology and testing techniques.
- 5% Maintains classroom discipline, provides a safe learning environment, and prevents escape and injury, and other duties as required.

**DESCRIPTION OF JOB ASSIGNMENT**

- A. **Instruction** - using a variety of teaching styles provide overall direction for inmate activities in the academic field.
- B. **Custody** - maintain discipline and safety, attendance records, and institutional disciplinary procedures; control materials, supplies and equipment; conduct routine searches; maintain classroom inventory; maintain neat and well organized learning environment.
- C. **Recordkeeping** - maintain education and institutional disciplinary records; maintain system for materials and supplies; provide reports as requested. Maintain accurate records of completion. Provide certificates of completion.
- D. **Curriculum** - implement curriculum; prioritize needs for individual students; order appropriate materials for the trade program.
- E. **Self-development and training** - attend staff meetings and in-service training as required; learn and understand departmental, institutional, and educational procedures and methods; be responsible for knowledge of educational subjects and adult teaching methods; attend conferences, workshops, and educational courses.

**GENERAL INFORMATION**

Follow Department Operations Manual Supplement 52020.8.1 Inmate Accountability Procedure

**EMERGENCY/SAFETY/EDUCATION DEPARTMENT PROCEDURE**

- A. **Personal Alarm Device (PAD):** Retrieve it at the beginning of your shift and return it at the end of your shift. You must wear a PAD and have a whistle in your possession at all times.
- B. Keep alert for any fire or safety hazards; do maintenance work order request as needed.
- C. An evacuation plan is posted in your classroom. Be familiar with and conduct evacuation drills as scheduled. Bring student identification cards to evacuation area and conduct roll.
- D. Familiarize yourself with Education Department Procedures, the Department Operations Manual (DOM), regarding Tool Accountability and the Title 15. Update SOMS, inspect key/lock/security device and complete Daily Education Security Audit Sheet **daily**.
- E. Maintain discipline and safety, record attendance and institutional disciplinary procedures; teach to the curriculum, control materials, supplies and equipment; conduct routine searches; maintain classroom inventory; maintain a neat and well organized learning environment.
- F. Control inmate movement to restroom (one bathroom pass per inmate at a time).
- G. Utilize the "Request to be absent" form for non-emergency absences. Your supervisor requires five working days advance notice on non-emergency requests, all others requests will be reviewed on a case by case basis.

Work Shift 1 7:30 am - 3:30 am  
Work Shift 2 12:00pm – 8:00pm

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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